

**SUNSET HILLS ELEMENTARY SCHOOL COMMUNITY CLUB BYLAWS  
AMENDED & RESTATED ON 08/31/2018**

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# **SUNSET HILLS ELEMENTARY SCHOOL COMMUNITY CLUB BYLAWS**

THESE BYLAWS shall constitute the governing instrument of the Community Club of Sunset Hills Elementary School.

## **ARTICLE I: NAME and LOCATION**

Section 1.01. Name. The name of the organization shall be the "Sunset Hills Community Club". The name may herein be referred to in these Bylaws as the "SHCC".

Section 1.02. Location. The principal office of the SHCC shall be officially located at Sunset Hills Elementary School, 9503 Walnut Street, Omaha, Nebraska 68124.

## **ARTICLE II: PURPOSE**

Section 2.01. Purpose. The purpose of the Sunset Hills Community Club is to be an organization through which parents may meet and work together to be of service to Sunset Hills Elementary School ("School"), and to provide a means of communication by and between the parents and the School. Our energies and funds will be limited to projects that directly benefit the students or the School. Our mission is to bring together a council of people that will work together to enhance the learning experience at the School. Nothing in this Section shall be construed as limiting any students or student organizations at the School, to whom the SHCC has given or allocated funds, from using those funds for the benefit of any students outside the School, or other organization or school, other than the School, to whom they choose to assist or contribute to. Further, nothing in this Section shall be construed as limiting the SHCC from contributing to or participating in any program or fundraiser related to any other school on a one time or annual basis.

Section 2.02. Focus. The main focus of the Sunset Hills Community Club is to be:

- Inclusive of the entire parent / teacher / student community
- Focused on the students
- Integrated with other groups at the School
- Supportive of the needs of the School
- Reaching out to all parts of the School community
- Flexible and adaptable
- Providing support for School functions
- Working with the principal, teachers and staff

Section 2.03. Participation. Participation in the SHCC is voluntary and strongly encouraged.

### **ARTICLE III: MEMBERSHIP**

Section 3.01. Eligibility. Each parent, step-parent and guardian, of a current Sunset Hills student or students is, by virtue of that fact, automatically a member of the Sunset Hills Community Club, and is entitled to all the benefits of such membership. The Principal of Sunset Hills Elementary School, and each and every current teacher, part-time teacher, special services teacher, substitute teacher, student teacher, counselor, or administrator of the School ("Faculty"), is, by virtue of that fact, automatically a member of the Sunset Hills Community Club, and is entitled to all benefits of membership, with the express limited proviso that no Faculty member may serve as President, Vice President, Treasurer or Co-treasurer, or secretary, of the Executive Board; and that no Faculty member, other than the Principal, shall have any voting rights, as provided in Section 3.02.

Section 3.02. Voting Rights. Each member of the Sunset Hills Community Club shall be entitled to one (1) vote on each matter submitted to a vote of the members. Provided, however, no Faculty member shall have voting rights within the SHCC, with the exception of the Principal.

Section 3.03. Voting. Proxy. Each member voting upon any issue at any meeting, must be present, and vote in person. No votes made or presented by proxy shall be counted. Provided, however, that the President may, in her or his capacity and discretion, justify and allow vote by proxy for special circumstances such as health, conflict, being out of town, or other hardship.

Section 3.04. Meetings of Members. A meeting of the members of the Community Club shall be held not less than one (1) time during each semester of each school year for the transaction of such business as may come before the meeting. Additional meetings may be scheduled and held, at the discretion of the SHCC Executive Board. Special meetings of the members may be called by the President, a majority of the officers of the Executive Board, a majority of the members of the Executive Board, or by not less than twenty-five (25) members of the SHCC.

Section 3.05. Place of Meeting. All meetings of the SHCC shall be held upon the premises of Sunset Hills Elementary School, 9503 Walnut Street, Omaha, Nebraska 68124. Provided, however, that in the event there are circumstances which justify or mandate the need for a meeting to be held outside the School, the Executive Board, or President, may designate any place within the District of the Westside Community Schools ("District 66"). In such case whereby any meeting is to be held at any place other than the School, a specific notice shall be made and published to all members of the SHCC in compliance with Section 3.06.

Section 3.06. Notice of Meetings. Written or printed notice, stating the place, date and hour of any meeting of the members shall be published in the Sunset Hills School newsletter or delivered, either personally or by electronic or U.S. mail, to each member, not less than (5) five days prior to, and immediately preceding, the date of such meeting by, or at the direction of, the President, Secretary, or other officer of the Executive Board. Notwithstanding the foregoing,

the necessity for the mailing or delivery of any such notice may be waived by the appropriate member.

Section 3.07. Quorum. There shall be no requirement that a quorum be present at a meeting to conduct business, provided that proper notice of such meeting had been given in compliance with Section 3.06. The act of the majority of the members present at a meeting shall be the act of the SHCC unless a greater number is specifically required by a particular section of these By- Laws.

Section 3.08. Dues. Fees. Assessments. No membership dues, fees, or assessments of any kind or nature, monetarily or otherwise, shall be in any way charged or assessed upon any member of the Sunset Hills Community Club.

## **ARTICLE IV EXECUTIVE BOARD**

Section 4.01. General Powers. The affairs of the Sunset Hills Community Club shall be managed by its Executive Board.

Section 4.02. Membership. The Executive Board ("Board") shall consist of the following members:

- President
- Vice-President
- Secretary
  - Treasurer and Co-Treasurer, if chosen. [All references in these By-Laws to Treasurer shall include the Co-Treasurer, if one exists] [Any reference in these By-Laws to Co- Treasurer shall not include the Treasurer ]
- Immediate Past President of the SHCC shall serve as Advisor
- Principal or representative of Sunset Hills School appointed by Principal
- One (1) parent representative for each grade level, K through 6.

Section 4.03. Officers and Committee Chairpersons. Except as otherwise permitted by the Executive Board, both parents, step-parents, or guardians, as the case may be, shall be jointly responsible, except in the case of a single parent, for the performance of duties as officers or committee chairpersons. All references herein these By-Laws to "person" when referring to an officer or chairperson shall be considered as in the plural to the extent that such reference includes both parents, step-parents, or guardians.

Section 4.04. Duties of Officers. The duties of each Officer of the Executive Board shall be described as follows:

President: The duties of the President shall include:

- a) Preside at all SHCC meetings and Executive Board meetings.
- b) Be a member ex-officio of all committees except the Nominating Committee.
- c) Have the power to establish committees and appoint members to them, and to appoint standing and ad-hoc committee chairpersons.
- d) Have the power to fill any vacancies occurring among the Board with the majority approval of the Board.
- e) Have the power to fill any vacancies among chairpersons or room parents.
- f) Notify Board members of SHCC meetings, Executive Board meetings, and special meetings and prepare an agenda for all such meetings. Regularly prepare a report on Council activities for the school newsletter.
- g) Work with the Principal and have any newsletters, flyers, and/or notices approved by the Principal prior to distribution, including those communications sent home in Friday folders or other method of School distribution, and communication via electronic mail.
- h) Notify the Sunset Hills School community of meetings and post an agenda of upcoming meetings.

Notifying the Principal and the School office of all meeting dates and events for the year, together with the respective agendas.

- i) Be the official representative of the Sunset Hills Community Club, when necessary.
- j) Be advisor to the Executive Board of the Sunset Hills Community Club for the succeeding school year.
- k) Attend to such other and further matters as are necessary and appropriate in the administration and performance of the office of President.
- l) Annually review the financial records of the SHCC.

Vice-President: The duties of the Vice-President shall include:

- a) Shall be President-elect of the Sunset Hills Community Club for the succeeding school year.
- b) Assume the duties and responsibilities of the President upon the event of the President's absence, disability, or resignation.
- c) Assist the President whenever possible.
- d) Attend all SHCC and Executive Board Meetings.

- e) Act as liaison between SHCC and the District 66 Board of Education, and shall therefore attend all Westside School District Board Meetings, when reasonable and practical, and report to the SHCC.
- f) Work with the Principal, or designate a representative to work with the Principal, to identify new families at Sunset Hills School on no less than a monthly basis during the academic year. Welcome these families and introduce them to the Sunset Hills Community Club.
- g) Update, or designate a representative to update, the Sunset Hills Community Club Webpage on at least a semi-annual basis.
- h) Update, or designate a representative to update, a Welcome document on an annual basis.
- i) Attend to and perform such other and further duties as are necessary and appropriate in the administration and performance of the office of Vice-President.

Secretary: The duties of the Secretary shall include:

- a) Keep and prepare minutes of all Sunset Hills Community Club meetings and Executive Board meetings. Ensure said minutes are posted on the Sunset Hills Community Club Webpage in a timely manner.
- b) Conduct all correspondence as directed by the President and the Executive Board.
- c) Review and update the SHCC By Laws annually. Post the updated Bylaws on the Sunset Hills Community Club Webpage.
- d) Attend to such other and further matters as are necessary and appropriate in the administration and performance of the office of Secretary.

Treasurer: The duties of the Treasurer shall include:

- a) Have charge of all SHCC monies and disperse funds as approved and directed by the Executive Board.
- b) Responsibility for deposit of all monies belonging to the Sunset Hills Community Club; and to make such deposits within seven (7) days of the Treasurer's receipt, into the designated and approved bank account of the Sunset Hills Community Club.
- c) Make payment of all expenditures by check within seven (7) days of receipt.
- d) Maintain financial records of all receipts and disbursements.
- e) Prepare and present a statement of finances at each meeting of the Sunset Hills Community Club and the Executive Board.



- f) Prepare financial reports and statements, by the end of the current school year, to the Executive Board.
- g) Prepare an income and expense statement at the end of the Fiscal Year.
- h) Make an annual financial report, at Fiscal Year end, to the SHCC and Executive Board, which report shall include all gross receipts and disbursements for the year.
- i) Shall oversee all SHCC fund raising activities.
- j) Shall, in conjunction with the President, the Executive Board and the School, develop a working budget for the upcoming school year.
- k) Keeping the SHCC and Executive Board informed of expenditures as they relate to the budget adopted by the SHCC
- l) Shall periodically prepare a report for the school newsletter.
- m) Being responsible for filling out and filing all necessary report forms required by government agencies.
- n) Attend to such other and further matters as are necessary and appropriate in the administration and performance of the office of Treasurer.

Section 4.05. Meetings of Executive Board. Executive Board meetings shall take place when scheduled by the President, but shall be held not less than one (1) time during each semester of each school year for the transaction of such business as may come before the meeting. Meetings of the Executive Board may also be called by written request signed by a majority of the officers of the Executive Board or by written request signed by a majority of the members of the Executive Board.

Section 4.06. Notice of Meetings. Written or printed notice stating the place, day and hour of any meeting of the Executive Board shall be published in the Sunset Hills School newsletter or delivered, either personally or by electronic mail, to each Board member, not less than five (5) days before the date of such meeting, by or at the direction of the President or the Secretary of the SHCC. Notwithstanding the foregoing, no notice need be given of any regular or special meeting if notice thereof has been waived by the respective Executive Board member.

Section 4.07. Quorum. There shall be no requirement that a quorum of the Executive Board be present for the transaction of business, provided that proper notice of such meeting has been given. The act of a majority of the Executive Board members present at a meeting shall be the act of the Executive Board unless a greater number is specifically required by a particular section of these By-Laws.

Section 4.08. Voting Rights. Executive Board. The immediate past president and parent representatives for each grade shall not be voting members of the Executive Board.

## **ARTICLE V OFFICERS**

Section 5.01. Titles. The officers of the Sunset Hills Community Club shall consist of and be:

- President
- Vice-President
- Secretary
- Treasurer, and Co-Treasurer (if chosen)

No two (2) or more of such offices may be held by the same person.

Section 5.02. Nominating Committee. The Nominating Chairperson shall select two members of the SHCC to serve along with the current Executive Board and Grade Representatives as the Nominating Committee. The Chairperson of the next year's Nominating Committee shall be slated along with the other officers. At least twice, during the thirty (30) days prior to January 31st of each academic year, the Nominating Committee shall publish a notice requesting that members of the SHCC interested in serving as an officer of the Executive Board, Grade Representative, or Nominating Chairperson indicate their interest to the Nominating Committee. The Nominating Committee shall thereafter compile a list of nominees for each position, provided the Nominating Committee shall not be limited to those names received as a result of the publication of notice. The Nominating Committee shall create a slate for next year's Executive Board, Nominating Chairperson, and Grade Representatives. This slate shall be published at least two (2) times prior to being submitted to the members of the Sunset Hills Community Club for ratification as provided in Section 5.03 of these By-Laws.

Except for good cause, the Nominating Committee shall nominate for President the current Vice President of the SHCC.

Section 5.03. Ratification of Officers. The slate of officers, grade representatives, and Nominating Chairperson, selected and presented by the Nominating Committee, shall be presented for ratification at the first meeting of the members of the SHCC held after March 31st of each academic year. The nominated officers shall be presented to the members and voted on as a "slate," and not individually. In the event the slate of officers is not passed the Nominating Committee will publish a new slate at least once before April 30 and submit the slate for ratification at the first meeting of the members of SHCC held after April 30.

Section 5.04. Term of Office. Each officer of the SHCC shall hold office for a term of one (1) year, provided their successors are elected and qualified, or until such election and qualification of their successors in the event such election and qualification shall extend beyond any such officer's one (1) year term, unless their service is sooner terminated by reason of death, resignation, removal, or other circumstance. The term for all officers, subject to the terms of these Bylaws, shall begin at the end of the school year in which the election of officers occurs.

Section 5.05. Resignation of Officer. Resignation by any officer shall be made in writing.

Section 5.06. Removal of Officer. The Executive Board of the SHCC may for good cause, at any meeting, declare the term of office of any officer or officers of the SHCC at an end. Such officer or officers shall be replaced in conjunction with the terms and conditions of Section 5.07.

Section 5.07. Vacancies. Vacancies occurring in any office shall be filled by appointment by the President and shall become effective upon approval of the Executive Board at the next Executive Board meeting after the vacancy occurs. In the event that the vacancy is that of the office of President, then, in such instance, the Vice President shall succeed to the office of President. Upon appointment of the President, in accordance with the terms and conditions of this Section, the President shall then appoint a new Vice President. All appointments made hereunder this Section shall be for the remainder of the vacated term only.

## **ARTICLE VI AUTHORITY TO OBLIGATE SHCC**

Section 6.01. Authority to Obligate. Notwithstanding anything contained in these Bylaws to the contrary, no member, officer, agent, employee, Executive Board member, or any other person, shall have the authority, right, or power, to obligate the Sunset Hills Community Club in any manner whatsoever without the express prior authorization of the Executive Board.

## **ARTICLE VII TREASURY AND FINANCES**

Section 7.01. Expenditure of Funds. Authorization. Notwithstanding anything contained in these Bylaws to the contrary, no member, officer, agent, employee, Executive Board member or any other person shall have the authority, right or power to expend any funds of, for, or on behalf of, the Sunset Hills Community Club without the prior authorization of the SHCC, as specified in Section 7.02.

Section 7.02. Expenditures. Executive Board. Member Approval. The Executive Board may authorize expenditures from the SHCC's funds not to exceed four hundred dollars (\$400.00) per item. Recommendations of expenditures which exceed four hundred dollars (\$400.00) shall be presented to the members for authorization as a part of the annual budget, for approval by the members at a duly constituted meeting of the members. For the purposes of this Section 7.02, and the subsequent Section 7.03, expenditure shall be considered as exceeding four hundred dollars (\$400.00) in the event the expenditure is made in payments or portions. The character of the expenditure for purposes of these Sections 7.02 and 7.03 shall be based upon the overall cost, or the expenditure itself, and not the amount any single or partial payment or payments.

SECTION 7.03. Special or Non-Budget Expenditures. Expenditures which are not contained, or otherwise covered, within the annual budget, and which exceed four hundred dollars (\$400.00), may be made, provided that each such expenditure is presented as a separate item at a meeting of the Executive Board and the SHCC. In such case the item shall be presented as an agenda item, and shall be published, either by and through the Sunset Hills School newsletter

or delivered, either personally or by electronic mail, to each member, not less than (5) five days prior to, and immediately preceding, the date of the meeting at which the item will be voted upon. Provided, however, that any such expenditure shall have been submitted and proposed to the Executive Board and the SHCC at least one (1) meeting previous to the meeting of the SHCC at which the vote is taken.

Section 7.04. Restricted Operating Reserve. There shall be established and maintained on an ongoing basis, a Restricted Operating Reserve, in the amount of Five Thousand Dollars (\$5,000.00). Such Restricted Operating Reserve may be used only with the approval of a majority of the SHCC members present at a meeting called for such purpose, to fund or pay for items and expenses to the extent amounts in the annual budget are insufficient therefore. Provided, however, that prior to any such vote by the SHCC members, all members of the SHCC shall be given express notice that the expenditure or expenditures for which approval is sought will reduce the SHCC's treasury below its Restricted Operating Reserve provided herein this Section. The provision relative to Restricted Operating Reserve being "established and maintained on an ongoing basis" shall, by definition, mean at all times throughout the School and Fiscal Year.

Section 7.05. Unrestricted Liquid Reserve. There shall be established a "Unrestricted Liquid Reserve", which shall not be a part of, nor shall be subject to, the Restricted Operating Reserve identified and defined within Section 7.04. The Unrestricted Liquid Reserve shall be in an amount not less than Ten Thousand Dollars (\$ 10,000.00) at the beginning of the School Year, and shall be available for the purpose of maintaining sufficient working capital for the SHCC to fund and make timely payment for all ongoing expenses, gifts, grants, and other costs necessary to effectuate the ongoing function, business, and purpose of the SHCC. Upon passing of the Budget for the year, the funds within the Unrestricted Liquid Reserve may be used for those purposes stated herein, and shall not be required to be replaced during the course of the School Year, it being understood that the SHCC will continue to generate capital throughout the year by way of its functions and fundraising.

## **ARTICLE VIII INDEMNIFICATION**

SECTION 8.01. Indemnification. The SHCC shall indemnify any and all persons who at any time shall serve, or shall have served, as Executive Board members or officers of the SHCC, and their respective heirs, administrators and executors, against any and all expenses, including attorney's fees, judgments, fine and amounts paid in settlement before or after suit is commenced, which are actually and reasonably incurred by such persons in connection with the defense or settlement of any action, suit or proceeding in which he or they may be involved by virtue of having been an Executive Board member or officer of the SHCC which in the course of his or her duties as such Board member or officer, and are not a result of grossly negligent acts or intentional wrongdoing.

Section 8.02. Good Faith. The Indemnification provided in the foregoing paragraph is intended to afford full protection to all Executive Board members and officers who have acted in good faith and in a manner reasonably believed to be in, and not opposed to, the best interests of the Sunset Hills Community Club and, with respect to any criminal action or proceeding, had no reason to believe his, her, or their conduct, was negligent, or otherwise unlawful.

Section 8.03. Other Indemnification. The foregoing indemnification provisions shall be, and are in addition, to any other rights to which those indemnified may be entitled under any agreement, resolution, or otherwise.

Section 8.04. No Personal Liability. The Indemnification provided in this Article shall be made to the extent of the assets and funds of the SHCC and in no event shall members, officers or employees of the Sunset Hills Community Club to be personally liable to any extent whatsoever, for any such amounts.

## **ARTICLE IX BUDGET AND FINANCIAL RECORDS**

Section 9.01. Budget. Approval by Members. The President shall present a budget for approval by the members of the SHCC at the first meeting of the SHCC held during the school year.

Section 9.02. Financial Records. Maintenance. Review. The financial records of the SHCC shall be maintained by the Treasurer. The books and records of the SHCC shall be reviewed annually by the co-treasurer and President of the SHCC.

Section 9.03. Financial Records. Presentation to Executive Board. Approval. After review of the financial records by the Co-Treasurer and the President, the President, either with or without the assistance of the Co-Treasurer, shall prepare and submit a report to the Executive Board by not later than the date and time of the first meeting of the SHCC during the current school year. The financial report shall be presented for approval and voted on at the time of the first SHCC meeting for the current school year. The financial report shall be incorporated into the minutes of the meeting.

## **ARTICLE X COMMITTEES**

Section 10.01. Creation of Committees. The President or Executive Board may, from time to time, create such committees as it deems reasonable, consisting of such members of the SHCC as the Executive Board shall appoint. Such committees shall have the authority specifically delegated by the President or Executive Board; provided, however, the designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the President or Executive Board of any responsibility imposed hereunder.

Section 10.02. Chairpersons. The President shall appoint all Committee Chairpersons.

## **ARTICLE XI CONDUCT OF MEETING - RULES OF ORDER**

Section 11.01. Conduct of Meeting. Rules of Order. All meetings shall be conducted in an orderly and businesslike manner, and shall be governed by Robert's Rules of Order as a guide, except when such rules or provisions are superseded by, or are in conflict with, these Bylaws or by specific policies voted upon and imposed by the SHCC.

Section 11.02. Order of Business. The order of business at all meetings will be that indicated in the agenda.

Section 11.03. Agenda. Publication. Distribution. The agenda for all meetings of the SHCC, and for all meetings of the Executive Board, shall be made available to all members not less than five (5) days prior to the scheduled meeting. At the scheduled meeting, the agenda shall be distributed and made available to each member in attendance at the meeting prior to opening of the meeting.

## **ARTICLE XII CONTRACTS, CHECKS, PAYMENTS, DEPOSITS AND FUNDS**

Section. 12.01. Contracts. Subject to the provisions of Sections 7.01 and 7.01 hereof, the Executive Board may authorize any officer or officers, or agent or agents, of the Executive Board or of the SHCC, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the SHCC. Such authority may be general or confined to specific instances.

Section 12.02. Checks. Payments. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the SHCC shall be signed by such officer or officers, agent or agents, of the SHCC and in such manner as shall from time to time be determined by resolution of the Executive Board. In the absence of such determination by the Executive Board, such instrument shall be signed by the Treasurer or Co-Treasurer and countersigned by an authorized officer of the Executive Board.

Section 12.03. Deposits. All funds of the SHCC shall be deposited from time to time to the credit of the SHCC in such banks, trust companies or other depositories as the Executive Board shall select and direct.

Section 12.04. Gifts. The Executive Board may accept, on behalf of the SHCC, any contribution, gift, bequest or devise for the general purposes or for any specific purpose of the SHCC. The Executive Board shall do everything possible to honor and follow the request, if any, of any person, persons, or entity making any such gift and directing a specific use or purpose for the gift.

## **ARTICLE XIII FISCAL YEAR**

Section 13.01. Fiscal Year. The fiscal year of the Sunset Hills Community Club shall begin on the first (1st) day of August and end on the thirty-first (31st) day of July of each year ("Fiscal Year").

## **ARTICLE XIV AMENDMENT, REPEAL AND WAIVER OF BYLAWS**

Section 14.01. Amendment. These Bylaws may be amended by the members of the Sunset Hills Community Club upon the affirmative vote of two-thirds of the members attending a meeting. Provided, however, that any such amendment shall have been submitted and proposed, in writing, at least one (1) meeting previous to the meeting of the SHCC at which the vote is taken. Proper notice of the intent to consider amending these By-laws must be given to the membership in compliance with the provisions of Section 3.06.

Section 14.02. Repeal. Any of these By-Laws may be repealed by the members of the Sunset Hills Community Club upon the affirmative vote of two-thirds of the members attending a meeting. Provided, however, that any such repeal of an Article or Section shall have been submitted and proposed, in writing, at least one (1) meeting previous to the meeting of the SHCC at which the vote is taken. Proper notice of the intent to consider any such repeal of a By-Law must be given to the membership in compliance with the provisions of Section 3.06.

Section 14.03. Waiver. Provisions of these By-Laws may be waived by the President, with majority approval of the Executive Board, without the President voting, provided (1) no waiver shall be made except upon the occasion of a meeting of the SHCC, and (2) they are waived for a specific purpose or reason, and the specific purpose or reason is expressed and made a part of the permanent minutes of the meeting during which the waiver is made, and (3) any such waiver shall occur for only the meeting during which the waiver is applied, and shall not extend beyond such meeting, unless the waiver applies to a specific event or pursuit, in which case the waiver shall occur for and apply to only that event or pursuit. Waiver of a provision of these By- Laws shall be strongly discouraged, and shall only be used upon emergency, serious need or benefit, and after all other reasonable means of resolution have been exhausted.